

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1406 - 19

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 2

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<u>STATE USE INDUSTRIES SALES AREA:</u>	
1.	BID (REQUEST FOR QUOTATION) FILES	
	A. <u>Contents</u>	
	1. Copies of completed Bids	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.
	2. Backup information	
	3. Signature pages	
	B. <u>Continuous Bid Log Books</u>	
	1. State of Maryland Log	
	2. Out-of-State Log	
	Contents of both Logs contain control numbers.	
2.	<u>SALES REPRESENTATIVE ACTIVITY REPORTS</u>	
	A. Weekly list of contacts	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.
	B. Products discussed	
	C. Action recommendations	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

11/1/81
Date

Signature

Title

Date

State Archivist

JAN 20 1992

Edward C. Papert

Item No.	Description	Retention
3.	<u>OPEN ORDER REPORT</u> Contents: List of items on order with Customer number/name information; purchase order number, customer order number.	Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.
4.	<u>CUSTOMER SERVICE FILES</u> A. Numerical files by customer order number which include original purchase orders and order entry data sheets. B. Pick-up/Exchange Forms: Control forms used for customer/warehouse/other errors, changes, or repairs C. Batch Control Sheets: Record of Purchase Orders sent to Data Entry	Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.
5.	<u>COMMISSION WORKSHEET (year-to-date)</u> A. List of customers by number B. Accounting of total dollar volume generated by Customer C. Itemized list of products/services bought by Customer D. Costs of products/services E. Profit realized on sale of products/services F. Total dollar amount generated by Sales Representatives selling to non-State agencies; this section of the report is broken down into Sales Regions	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.
6.	<u>SALES STATISTICS (year-to-date)</u> Report by item which details Last Sale Date, Item Description, Quantity Sold Year-to-Date, Sales Amount Year-to-Date, and Average Sales per Month.	Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>6</u>	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services		2. DIVISION Division of Correction		3. UNIT State Use Industries	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE State Use Industries Sales Bid (Request for Quotation) Files				5. EARLIEST YEAR/LATEST YEAR _____ TO _____	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> BID (REQUEST FOR QUOTATION) FILES A. <u>Contents</u> 1. Copies of completed Bids 2. Backup information 3. Signature pages </div> <div style="width: 45%;"> B. <u>Continuous Bid Log Books</u> 1. State of Maryland Log 2. Out-of-State Log Contents of both Logs contain control numbers. </div> </div>					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER NUMBER _____ <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.		
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services		20. TELEPHONE NUMBER (301) 764-4113		21. DATE 5/1/91	

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
State Use Industries

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
State Use Industries Sales Representative Activity Reports

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

SALES REPRESENTATIVE ACTIVITY REPORTS

- A. Weekly list of contacts
- B. Products discussed
- C. Action recommendations

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER _____ ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
State Use Industries

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
State Use Industries Open Order Report

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

OPEN ORDER REPORT

Contents: List of items on order
with Customer number/name information;
purchase order number, customer order
number.

7. RECORD SERIES FORMAT(S)
☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER _____ ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

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Division of Correction

3. UNIT
State Use Industries

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

State Use Industries Customer Service Files

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. Numerical files by customer order number which include original purchase orders and order entry data sheets.
- B. Pick-up/Exchange Forms: Control forms used for customer/warehouse/other errors, changes, or repairs
- C. Batch Control Sheets: Record of Purchase Orders sent to Data Entry

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
NUMBER ☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain for two (2) years at facility then send to State Records Center and retain for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER

Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER

(301) 764-4113

21. DATE

5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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AGENCY RECORDS INVENTORY

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State Use Industries

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
State Use Industries Commission Worksheet (Year-to-date)

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

- A. List of customers by number
- B. Accounting of total dollar volume generated by Customer
- C. Itemized list of products/services bought by Customer
- D. Costs of products/services
- E. Profit realized on sale of products/services

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
- ☐ LEGAL SIZE ☐ COMPUTER TAPE
- ☐ BOUND BOOK ☐ FLOPPY DISK
- ☐ AUDIO TAPE ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain for two (2) years at facility, then send to State Records Center and retain for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE

5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 6

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

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Division of Correction

3. UNIT
State Use Industries

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
State Use Industries Sales Statistics (Year-to-Date)

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Report by item which details
Last Sale Date, Item Description,
Quantity Sold Year-to-Date, Sales
Amount Year-to-Date, and Average Sales
per Month.

7. RECORD SERIES FORMAT(S)
☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
☐ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION
☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER _____ ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☐ NO

18. RECOMMENDED RETENTION
Retain for two
(2) years at
facility, then
send to State
Records Center
and retain for
five (5) years,
then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of
Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91